

1.11—BOARD MEMBER TRAINING

Individuals who are elected to serve on the District’s board of directors are required to receive annual training related to board service. Board members who are elected to serve an initial or non –continuous term shall obtain a minimum of nine (9) hours of training by December 31 of the year following their election and a minimum of six (6) hours of training by December 31 of each calendar year thereafter. The initial nine (9) hours of training a board member receives shall include:

- Training on how to read and interpret an audit report; and
- Information regarding school safety and student discipline.

Board members who have served on the Board for twelve (12) or more consecutive months are required to obtain a minimum of six (6) hours of training by December 31 of each calendar year. Hours a board member obtains in excess of the required minimums may be carried forward through December 31 of the third (3rd) calendar year following the year in which the hours were earned.

The superintendent shall annually prepare a report on board training hours to be presented to the Board at the Board’s regular January meeting. The report shall be presented in a table format with a row for each board member and columns for each of the following:

1. The hours of training each school board member received between January 1 and December 31 of the previous calendar year;
2. hours of training, if any, a board member carried forward from a previous year that were eligible to be counted by the board member towards the previous year.
3. The sum of numbers 1 and 2; and
4. The number of training hours the board member was required to receive during the previous calendar year.

A board member who failed to receive or carry forward the required number of hours of training, as indicated by the report, shall:

- a. Have from January 1 through thirty (30) days following the date of the January board meeting to complete the deficient hours of training; and
- b. Not participate in official business, except for school board training, until the board member obtains the deficient hours of training.

A board member who fails to receive the deficient hours of training within the time provided shall be removed from the board in accordance with Policy 1.2—BOARD ORGANIZATION AND VACANCIES unless the failure to receive the required hours of training was due to the board member’s military service or a serious medical condition as indicated by a written sworn statement from the board member's treating physician. A board member who provides the necessary documentation demonstrating that the failure to receive the required hours of training was due to military service or a serious illness shall have until December 31 of the current calendar year to receive both the hours of training for the current calendar year and those the board member failed to obtain during the previous calendar year.

The training shall be focused on topics relevant to school laws, school operations, and the powers, duties, and responsibilities of the members of the board of directors. The responsibilities include, but are not limited to legal requirements, role differentiation, financial management, improving student achievement, reading and interpreting an audit report, and the duties and responsibilities of the various levels of employees within the district as well as those of the board of directors; and information regarding school safety and student discipline.

The district is responsible for maintaining a record of the hours of training received by each board member. Board members shall make a concerted effort to submit documentation of training they have received to the superintendent or the superintendent's designee. In the absence of such documentation, the district shall attempt to obtain records of training received from training providers.

Such training may be obtained from an institution of higher learning, from instruction provided by the Division of Elementary and Secondary Education (ADESE), or from other providers approved by the ADESE.

A statement regarding the number of hours of training received each preceding calendar year shall be:

- Part of the district's comprehensive school plan and goals;
- Published in the same way as other components of the comprehensive plan and goals are required to be published;
- Part of the annual school performance report required to be submitted to, and published by the ADE.

Board members shall be reimbursed, from school funds, for expenses relating to such training and Board members shall be paid a per diem stipend for days necessary to attend such training with the amount of such stipend to be determined by the Board in July of each year.

Legal References: A.C.A. § 6-13-629
ADESE Rules Governing Required Training for School Board Members
Standards for Accreditation 3-A.6 and 5-A.1

Date Adopted: June 23, 2005

Last Revised: July 1, 2025